



County of San Diego, Planning & Development Services
VARIANCE STAFF CHECKLIST
ZONING DIVISION

☐ **DISCRETIONARY PERMIT APPLICATION – PDS-346**

FRONT PAGE – Check to make sure all the lines are filled in. However, most Variances do not involve an engineer. Check for the signature and to see if an agent authorization is necessary.

BACK PAGE – Fill in the back page.

☐ **SUPPLEMENTAL APPLICATION – PDS-346V**

FRONT PAGE AND TOP OF BACK PAGE – Be sure the applicant has filled out the top portion clearly showing the requested Variance(s). Read over the statement in the **Applicant's Statement of Justification**. If the statement does not adequately justify the Variance to you, discuss it with the applicant to determine relevant information.

☐ **PLOT PLAN** – see coversheet of application;

YES NO

☐ ☐

Plot plans must be 11" x 17" (**Folded to 8 ½" x 11" with the lower right-hand corner exposed. Multiple sheets must be stapled into sets.**)

☐ ☐

Scale – Engineer's (**NOT** Architect's).

☐ ☐

North arrow.

☐ Evidence of Legal Parcel – PDS-320 (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).

☐ Ownership Disclosure Statement – PDS-305. Check Assessor's Screen to verify information.

☐ Variance Advisory Form – PDS-222.

☐ Notice to Applicants for Site Plans, Variances, Administrative Permits and Use Permits – PDS-581.

☐ Agent Authorization Letter (if applicable).

☐ **PUBLIC NOTICE PACKAGE** – Must contain all of the following items:

☐

ADMINISTRATIVE VARIANCE – PDS-384 Consent to Granting of Variance.

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Owner's name, signatures and Assessor's Parcel Number.

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Assessor's Map(s) with parcel numbers colored and labeled with property owner's names.

☐

(**Staff**) Label the type of Administrative Variance by percentage (50% or 75%) in top right corner.





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Continued

☐ **STANDARD VARIANCE**

- ☐ Typed list of owner's names, addresses and APNs within 300 feet of the site.
- ☐ Assessor's Page(s) properly marked.
- ☐ One (1) set of stamped (**use ONLY USPS "Forever" stamps**) and addressed business size envelopes for each owner listed. No postage metering allowed. PDS will provide the return address.
- ☐ One (1) set of gummed labels.
- ☐ Public Notice Certification - PDS-514. Must be completed and signed.